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## Airport Advisory Board AGENDA

**June 13, 2023, Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of May 9, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: July 11, 2023 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes**  
**May 9, 2023, 5:30pm**

**Board members Present:** Bill Eckles, Barry Altman, Jerry Brooks

**Council Liaison Present:** Jay Maynard

**Staff Present:** Lee Steinkamp, Airport Manager

**Others:** Jake Braunagel with KLJ (Phone)

The meeting was called to order at 5:30 pm.

A motion was presented by Barry Altman to approve the April 11, 2023, meeting minutes. The motion was seconded by Jerry Brooks and carried.

**Airport consultant update** was provided by KLJ Engineering. Updates on current projects and closeouts were discussed. MNDOT Aero is working on closeouts for the T-hangar project.

**The Airport Manager's report** was provided by Lee Steinkamp, Airport Manager.

**Old Business:** Election of officers was discussed, and officers will be selected at a future meeting.

**New Business:** The waste-water system and replacement were discussed. Staff is working on a solution for replacement.

No further business for the board, a motion presented by Jerry Brooks to adjourn the meeting at 6:02 pm. The motion was seconded by Bill Ecklest and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

May 26, 2023

Fairmont Municipal Airport

### CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager  
2160 East Blue Earth Avenue  
Fairmont, MN 56031  
[lsteinkamp@fairmont.org](mailto:lsteinkamp@fairmont.org)

### WORK IN PROGRESS

#### Construct 7-Unit T-Hangar – Construction

KLJ #1905-00426 (Task Order #9)

AIP #3-27-0029-017-2019

KLJ submitted a draft FAA Project Closeout Report to MnDOT Aeronautics for financial review on December 1, 2021. KLJ submitted the final city signed FAA Project Closeout Report to the FAA on January 26, 2023. On March 24, 2023, MnDOT sent out an email that their financial numbers match the closeout report numbers. MnDOT is working with FAA to get final closeout documents submitted and amendments processed if funds available.

#### Construct Hangar Taxilanes and Aprons – Construction

KLJ #2005-00244 (Task Order #2005-00244-1) AIP #3-27-0029-019-2020

KLJ submitted a draft FAA Project Closeout Report to MnDOT Aeronautics for financial review on February 2, 2022. KLJ submitted the final city signed FAA Project Closeout Report to the FAA on January 26, 2023. On March 24, 2023, MnDOT sent out an email that their financial numbers match the closeout report numbers. MnDOT is working with FAA to get final closeout documents submitted and amendments processed if funds available.

#### Master Plan & ALP Update

KLJ #2305-00694

KLJ is developing the scope and fee for the project. There will be a scoping meeting with the Airport/City prior to submitting scope to the FAA for review. Once FAA reviews and comments are addressed, an independent fee estimate will have to be completed by the Airport/City to compare with KLJ's proposed fee prior to agreements/grants being executed.

### OTHER ITEMS

- **Rehabilitate Terminal Building (Exterior):** The City/Airport accepted a state fiscal year 2022 grant for the Rehabilitate Terminal Building (Exterior) project. The work on the project is being coordinated by the City/Airport and is expected to be completed in 2023.
- **Consultant Reselection:** Due to the Planning Study and Taxiway Lighting & Signage Rehab Project not being on the 2019 Request for Qualifications (RFQ) project list, the City/Airport went out for consultant selection for both projects. The City Council approved the recommendation by the airport board to select KLJ as the consultant for the projects on May 8<sup>th</sup>.
- **Obstruction Removals:** Trees northwest of Runway 13 End are currently causing penetration to the MnDOT 34:1 approach surface. KLJ and City/Airport have worked to determine steps for environmental clearance. The work on the removals is being coordinated by the City/Airport.



**ITEMS REQUIRING ACTION BY CITY/AIRPORT**

- Coordinate obstruction removal work

**ITEMS REQUIRING ACTION BY MnDOT Aeronautics**

- Approve Closeout for AIP #3-27-0029-017-2019
- Approve Closeout for AIP #3-27-0029-019-2020

**ITEMS REQUIRING ACTION BY FAA**

- Approve Closeout for AIP #3-27-0029-017-2019
- Approve Closeout for AIP #3-27-0029-019-2020

Reported by: Jake Braunagel, PE  
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